



Agenda
Public Records Board
1:30 – 4:00 PM March 3, 2014
22 E. Mifflin St, Madison
4th Floor Legislative Audit Bureau Conference Room

1. Call to Order (1:30-1:35)
2. Approval of November 11, 2013 meeting minutes * (1:35-1:40)
3. Comments from Chair (1:40-1:50)
4. Committee Reports*
 - a. Records Management Committee* (Naab) (1:50-2:10)
 - a. 1st Quarter Index
 - b. Index Language
 - c. Executive Secretary RDA Authority
 - b. Records Resource Management Committee* (Broady-Rudd) (2:10-2:30)
 - a. [Managing Web Records Guidance](#)
 - c. Records Officers Council* (Thompson) (2:30-2:40)
 - a. General Schedule Updates
5. New Business
 - a. Outlook 2013 Presentation (2:40-3:10)
 - b. Training Committee Update (3:10-3:25)

(continue agenda item 4. Committee reports)

 - d. Policy Committee* (Blessing) (3:25-3:45)
 - a. Statutory Requirements Checklist
 - b. PII Registry
 - c. Email Guidance
6. Other Business (3:45-4:00)
 - a. Elections*
7. Adjourn

*** Scheduled Action Items**

Next scheduled meeting: May 12, 2014.